

Spec. Code: 1069
Occ. Area: 03
Work Area: 172
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 07/01/80

ASSISTANT DIRECTOR OF ASSEMBLY HALL /

***Assistant Director of Arena**

Function of Job

Under administrative supervision from the Director of a public assembly building, to assist in the direction and supervision of all departments of the facility, to act for the Director in his absence, and to direct the preparation of the facility for scheduled events.

Characteristic Duties and Responsibilities

1. assists the Director, and act for him, in his absence, by assuming the responsibility for decision-making without specific instructions
2. assists in determining changeover requirements of the building from one event to another
3. be responsible for box office and ticket operations, including the preparation of tickets, determination of the number of tickets required, ordering of tickets, determination of the sequence and racking for ticket sales, distribution of tickets to other agencies, ticket handlers required, establishment of ticket control record keeping procedures, and instituting turnstile and gate controls
4. interviews and select employees for temporary box office, concession, usher, and similar activities
5. operates and directs usher services and/or gate controls as required
6. coordinates the assignment and use of facility space for permanent and transient tenants
7. arranges for, and coordinates, catering operations for receptions, banquets, and other similar events
8. be responsible for the rental of extra equipment to tenants
9. organizes and directs parking lot operations at the facility site
10. meets with facility tenants and potential tenants to advise on facilities
11. coordinates the operation of the concessions function, including equipping, stocking, staffing, and controlling concessions stand operations
12. supervises all facility employees of lower rank

13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) university graduation with a major in a business-related field

or

 (B) three years of departmental managerial-level experience in a large public assembly building of at least 2000 capacity

or

 (C) any combination of the above described university education and work experience totaling three years
2. two years of departmental managerial-level experience in a large public assembly building of at least 2000 capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of large public assembly building and special events operations
2. ability and willingness to work unusual and varying work schedules

Assistant Director of Assembly Hall/*Assistant Director of Arena Revised

**Denotes Alternate Title for Class*